

## Pages Worksheet - iPad

Pages help is available under the spanner icon at the bottom of the list. To access the menu tap the lines at the top left hand corner of the page. Use the magnifying glass to search for the answer to a particular problem.

### Activities

#### Create a Document

1. Open the Pages App
2. In the Document Manager create a new document (click on the +)
3. As well as the Blank page you have a choice of templates you can drop your text and images into. For now select the **Blank** document.
4. Type:  
Your Name  
Address

#### Editing Text

5. Highlight your name by tapping it twice. Drag the dots until your whole name is highlighted.
6. Just above the keyboard are tools to change your text. While your name is highlighted try these:
  - change the font to Arial
  - increase the size to 16
  - make the text bold
  - centre your name
7. Highlight your address. Tap the paintbrush. Tap Style. Tap the font name. Change the colour of your address to blue.

#### Lists

8. Write a list of 10 colours - 1 word per line. Change the colour each word to match.
9. Highlight all the colours. Tap the paintbrush again and then list. Add bullets.
10. Keep highlighted and change the bullets to numbers.

#### Layout

11. Keep the numbers highlighted. Tap the paintbrush again and select layout. Increase the spacing between each word to double spacing.
12. Type the name of 10 animals across the page separated by commas. In layout change your document so it has two columns.

#### Adding Objects

13. Select the + sign. Add a table with green borders. Tap the = sign at the bottom. Change the number of rows to 10. Change the number of columns to 2.
14. Add a green star. Place the star in the middle of the page. Increase the size of the star. Hint: use the 'handles'.
15. Give the star 8 points. Hint: Drag the dots.
16. Add a yellow box. Turn the square into a rectangle. Add a text box and drag it over the yellow rectangle. Resize the text box to fit the rectangles. Type your name again and resize the font to fill the box.
17. Using the + menu add a photo. Tap the photo and go to the to the Paintbrush menu again. Style - Put a frame around the photo. Experiment with style options. Use two fingers to rotate the photo and put on an angle.

#### Name your document

18. Tap Documents to return to Document Manager. Tap under the document. Add a name. To reopen tap the document,